

CHAPTER 11
BOARD OF REGENTS ORGANIZATION AND GENERAL RULES

[Prior to 4/20/88, Regents, Board of[720]]

681—11.1(262) Organization.

11.1(1) *President.* The president of the board of regents is elected by the board from its members at the May meeting in even-numbered years for a two-year term and until a successor is elected and qualified. If a vacancy occurs in the office prior to the end of the regular term, the board elects a president to fill out the unexpired term.

11.1(2) *Duties of the president.* The duties of the president include presiding at all meetings of the board, appointing members of all special committees with the consent of the board of regents, executing, with the executive director, such instruments and contracts as may be ordered by the board, and performing such other duties as may be assigned by the board.

11.1(3) *Executive director.* The executive director is elected by the board. The duties of the executive director include recording proceedings of the board, preserving the documents and records of the board, providing a meeting agenda to the board, administering the board office, providing such staff work as may be necessary to assist the board in its planning and decision making, participating in budget preparation and presentation to the board, maintaining liaison between the board and other state agencies, providing information to the general assembly and the public, participating in the preparation and completion of matters relating to financing of capital improvements, and such other duties as may be assigned by the board.

Agendas containing matters to be brought before the board together with supporting material will be assembled by the executive director. Such agendas will be indexed and included in a binder for easy reference. Each institution will prepare its own portion of the agenda and forward same, with necessary supporting material, to the executive director at least ten days prior to the date a board meeting is scheduled. Assembled agendas will be mailed to members of the board by the executive director at least six days prior to any scheduled meeting.

The agenda of board meetings will be made available to students, faculty, staff, and the general public through the board office and the public information offices at each institution prior to the board meeting at which the agenda is to be considered.

11.1(4) *Submissions and requests.* Inquiries, submissions, petitions, and other requests directed to the board of regents may be made by letter addressed to the Executive Director, Board of Regents, Old Historical Building, Des Moines, Iowa 50319.

Any person may petition for a written or oral hearing before the board. All requests for a hearing must be in writing and state the specific subject to be discussed and the reasons why a personal appearance is necessary if one is requested.

Students, faculty, and other employees of institutions under the control of the board must route their petitions through the chief executive officer of the institution concerned. The chief executive officer will forward the petition, with the chief executive officer's comments, to the executive director of the board. The executive director of the board will place the item on the agenda for consideration by the board.

All other persons may request hearings by written petition directly to the executive director of the board. The executive director shall cause the subject matter of the petition to be investigated and make a written report to the board. The executive director of the board will place the item on the agenda for consideration by the board.

If the board grants a hearing, it shall be conducted in the manner prescribed by the board. The board may decide to grant a written hearing, an oral hearing, or both.

11.1(5) *Rule making.* The board of regents adopts rules having general application to the institutions subject to its governance. The president of each institution is delegated the authority to adopt such rules as may be appropriate to the operation of the individual institution and which are not inconsistent with the general rules adopted by the board. The board of regents retains the authority to rescind any such institutional rule.

11.1(6) *Meetings.* The board meets regularly once each month except one month in the summer. The schedule of meetings is available from the executive director at the address given in 11.1(4). The advance schedule of meetings is shown in each monthly agenda that is distributed to the press and the public at the board meeting. The meeting schedule, generally set for about six months, indicates at which regent institution the meeting will be held and the date(s) of the meeting. Formal notification is given to the press about a week prior to each monthly board meeting.

Six members of the board shall constitute a quorum. The number of votes required to constitute a majority for a given purpose shall be a majority of those present, assuming a quorum. Except where otherwise required by statute or these rules, the board shall conduct its meetings according to Robert's Rules of Order.

11.1(7) *General role and scope of regent institutions.* The universities under the control of the board of regents, State University of Iowa, Iowa State University, and the University of Northern Iowa, strive to offer diversified and high quality programs of undergraduate and postgraduate study at reasonable cost to a major segment of those seeking postsecondary education in this state. Educational programs are designed to allow the individual student a wide range of subject selection and the greatest freedom to fulfill potentialities in pursuit of knowledge and in preparation for a role in society.

These universities are the primary Iowa training ground for the professions including medical doctors, dentists, pharmacists, nurses, lawyers, veterinarians, educators, architects, agriculturists, engineers and others who will achieve advanced degrees in various fields of the arts and sciences. The state universities are deeply committed to research which expands knowledge and benefits society. They make educational programs and the results of research available through extension services and will offer services to the public appropriate to the role of each university.

General role and scope of the two specialized schools under the board of regents, Iowa School for the Deaf and Iowa Braille and Sight Saving School, are to provide residential, educational, and training programs for the blind and the deaf through grade 12.

The board of regents is the policymaking body representing the citizens of Iowa. It establishes goals and monitors progress toward those goals to ensure that the institutions under its governance accomplish their mission.

11.1(8) *Committees.* The board of regents has established interinstitutional committees of professional educators drawn from the institutions and staff under its governance. Their function is to advise the board on matters related to development of policy, and to ensure cooperation among the several institutions, and promote efficiency of operation.

The committees include the committee on educational coordination, the registrar's committee on coordination, the subcommittee on library coordination, the information committee, the regent committee on educational relations, the state extension and continuing education council, the committee on equal employment opportunity, the coordinating council for international studies, and the regent advisory committees on Iowa School for the Deaf and Iowa Braille and Sight Saving School.

This rule is intended to implement Iowa Code section 262.12.

681—11.2(262) Petition regarding rules. Rescinded IAB 12/15/99, effective 1/19/00.

681—11.3(262) Petition for declaratory ruling. Rescinded IAB 12/15/99, effective 1/19/00.

681—11.4(262) Rule adoption—opportunity for oral presentation. Rescinded IAB 12/15/99, effective 1/19/00.

681—11.5(262) Contested cases. Rescinded IAB 12/15/99, effective 1/19/00.

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